

NOTICE

The Malvern Civil Service Commission will test for Entry Level Firefighter on **Tuesday, February 23, 2016 at 6:30 p.m.** at the College of the Ouachitas located at One College Drive Malvern Arkansas.

Application for the testing may be obtained from the city's website at www.malvernar.gov or picked up from the Treasurer's Office at City Hall, 305 Locust Street Monday through Friday from 8:00 a.m. to 4:30 p.m.

ARKANSAS LAW STATES: *"No person shall be eligible for appointment to any position on the Fire Department who has not arrived at the age of twenty-one (21) years or who has arrived at the age of thirty-five (35) years."*

All applicants will be required to pass drug screening, a physical agility test, and background investigation. Employees of the Malvern Fire Department are required to reside within thirty (30) minutes drive-time from the City of Malvern.

PLEASE NOTE: *Testing will begin promptly at 6:30 p.m., Tuesday, February 23, 2016.*

NO LATE ADMITTANCES WILL BE PERMITTED!

You must present a signed verification form and a form of identification (such as a driver's license) in order to take the test.

All applications must be turned in to the Treasurer's Office at City Hall no later than 4:30 p.m., Friday, February 19, 2016.

KEEP THIS COPY FOR INFORMATION

City of Malvern - 2014

Firefighter

Job Description

Job Code: 204
Exempt: No
Department: Firefighter
Reports To: Assistant Chief
Location: In Station
Date Prepared: December 10, 2008
Date Revised: December 11, 2008

GENERAL DESCRIPTION OF POSITION

Involved with Fire Suppression, Salvage, Overhaul, and Search & Rescue procedures.
Able to perform Extrication, First Aid & CPR, and assist with Packaging & Loading patients.
Capable of working at the Hazardous Materials Operations Level.
May be on Special Rescue Teams.
Work well with children and adults in Public Education programs.
Able to perform station clean-up, building maintenance, and yard maintenance.
Perform truck and equipment checks and assist with the maintenance of such.
Other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Daily Apparatus and Equipment checks. This duty is performed daily, about 10% of the time.
2. Fire Suppression, Salvage, and Overhaul. This duty is performed daily, about 15% of the time.
3. Extrication, First Aid & CPR. This duty is performed daily, about 10% of the time.
4. Hazardous Materials. This duty is performed monthly, about 10% of the time.
5. Public Education. This duty is performed daily, about 15% of the time.
6. Building & Yard Maintenance. This duty is performed weekly, about 10% of the time.
7. Vehicle Maintenance. This duty is performed monthly, about 10% of the time.
8. Refresh Knowledge of Streets & Fire Hydrant locations. This duty is performed daily, about 10% of the time.
9. Assist with Special Teams. This duty is performed daily, about 10% of the time.
10. Refresher / Recertification Training. This duty is performed annually, about 10% of the time.
11. Daily Training. This duty is performed daily, about 10% of the time.
12. Pre-Fire Planning. This duty is performed daily, about 10% of the time.
13. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school, with particular emphasis during high school in office skills, shop skills, or others, plus 0 to 6 months related experience or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

During the first year of employment, the Firefighter is required to complete the following:

IFSAC Firefighter I & II

First Responder

Driver Operator

Hazardous Materials Operations Level

Learn all Streets & Fire Hydrant locations within the City

Complete a Nine-Month long Orientation & Minimum Standards review

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database, Human Resources Systems, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

ADDITIONAL INFORMATION

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear; regularly required to stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 100 pounds; regularly lift and/or move up to 50 pounds; continuously lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is continuously exposed to work near moving mechanical parts, vibration; regularly exposed to work in high, precarious places, fumes or airborne particles, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat, risk of

electrical shock; and occasionally exposed to toxic or caustic chemicals, work with explosives, risk of radiation. The noise level in the work environment is usually loud.

CITY OF MALVERN - 2010
Job Description for Firefighter

Printed 03/04/2011 at 9:14 AM
DBCompensation System - www.dbsquared.biz

APPLICATION FOR EMPLOYMENT

QUESTIONNAIRE
AN EQUAL
OPPORTUNITY EMPLOYER

City of Malvern

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
ARE YOU 18 YEARS OLD OR OLDER? YES <input type="checkbox"/> NO <input type="checkbox"/>		TELEPHONE NUMBER	
HAVE YOU EVER BEEN CONVICTED OF A FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe condition: 			
Do you have the legal right to work and remain in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , can you produce evidence of U.S. citizenship or legal work status within three (3) days? <input type="checkbox"/> Yes <input type="checkbox"/> No			

DESIRED EMPLOYMENT

POSITION	DATE YOU CAN START WORK	SALARY DESIRED
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Are you 18 years old or older? ☐ Yes ☐ No

EMPLOYMENT HISTORY

ARE YOU EMPLOYED NOW? YES <input type="checkbox"/> NO <input type="checkbox"/>		IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER YES <input type="checkbox"/> NO <input type="checkbox"/>	
LIST YOUR EMPLOYERS (STARTING WITH MOST RECENT)			
NAME OF EMPLOYER		ADDRESS OF EMPLOYER	
TELEPHONE NUMBER			
YOUR POSITION		NAME OF LAST SUPERVISOR	
DATES OF EMPLOYMENT FROM TO		FINAL WAGES \$ <input type="checkbox"/> PER HOUR <input type="checkbox"/> PER WEEK <input type="checkbox"/> PER YEAR	
DESCRIPTION OF WORK		REASON FOR LEAVING	
NAME OF EMPLOYER		ADDRESS OF EMPLOYER	
TELEPHONE NUMBER			
YOUR POSITION		NAME OF LAST SUPERVISOR	
DATES OF EMPLOYMENT FROM TO		FINAL WAGES \$ <input type="checkbox"/> PER HOUR <input type="checkbox"/> PER WEEK <input type="checkbox"/> PER YEAR	
DESCRIPTION OF WORK		REASON FOR LEAVING	
NAME OF EMPLOYER		ADDRESS OF EMPLOYER	
TELEPHONE NUMBER			
YOUR POSITION		NAME OF LAST SUPERVISOR	
DATES OF EMPLOYMENT FROM TO		FINAL WAGES \$ <input type="checkbox"/> PER HOUR <input type="checkbox"/> PER WEEK <input type="checkbox"/> PER YEAR	
DESCRIPTION OF WORK		REASON FOR LEAVING	

EMPLOYMENT HISTORY - Cont.

NAME OF EMPLOYER	ADDRESS OF EMPLOYER
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TELEPHONE NUMBER			
YOUR POSITION		NAME OF LAST SUPERVISOR	
DATES OF EMPLOYMENT FROM TO		FINAL WAGES \$ _____ <input type="checkbox"/> PER HOUR <input type="checkbox"/> PER WEEK <input type="checkbox"/> PER YEAR	
DESCRIPTION OF WORK		REASON FOR LEAVING	

EDUCATION

SCHOOL LEVEL	NAME OF SCHOOL AND LOCATION	Year Graduated	Major	Diploma / Degrees
HIGH SCHOOL				
COLLEGE OR UNIVERSITY				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

Do you have a current commercial driver's license? _____

JOB SKILLS

LIST ANY JOB SKILLS OR SPECIAL TRAINING YOU HAVE FOR THE POSITION YOU ARE APPLYING FOR

REFERENCES

GIVE THE NAME OF THREE PERSONS YOU HAVE KNOWN FOR AT LEAST ONE YEAR. DO NOT LIST RELATIVES OR FORMER EMPLOYERS.				
	NAME	ADDRESS / PHONE #	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

MILITARY SERVICE

BRANCH OF SERVICE	DISCHARGE DATE RANK
COMMENTS	

DO NOT WRITE ON THIS PAGE
FOR INTERVIEWERS USE ONLY

INTERVIEWED BY	DATE
COMMENTS:	

INTERVIEWED BY	DATE
COMMENTS:	

INTERVIEWED BY	DATE
COMMENTS:	

HIRED FOR DIVISION		POSITION	
DATE		STARTING SALARY	
WILL REPORT (DATE)			
APPROVED BY	DIVISION SUPERVISOR	DATE	
APPROVED BY	GENERAL MANAGER	DATE	

EMPLOYEE STATEMENT

I understand that this application is not intended to create any contractual or other legal rights. It does not alter the at-will employment status nor does it create an employment contract.

I certify that I have made no willful misrepresentations in this application nor have I withheld information in my statements answers to question. I am aware that the information given by me in my application will be investigated, with my full permission, and that any misrepresentations may cause my application to be rejected or my employment to be terminated.

I authorize former employers to release to the City of Malvern or its authorized representative any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment with the city. A photocopy of this authorization shall be as valid as the original.

I understand that my appointment will be at the discretion of the department head, subject, to the approval of the Mayor and that this application is the property of the city and will become a part of my file if I am accepted for employment.

Signature of Applicant: _____

Date of Signature _____

APPLICANT INFORMATION FOR RECORD KEEPING REQUIREMENTS

(Answer All Question and Please Print)

The City of Malvern is an Equal Opportunity Employer. We request that you voluntarily provide the following information which will be used to study recruitment and employment patterns and to provide, as requested, statistical data to certain federal compliance agencies. This information WILL NOT be used in the employment process; and failure to provide the information WILL NOT jeopardize your opportunity for employment with the City of Malvern.

Name: _____

SEX AND RACE/ETHNIC IDENTIFICATION

SEX: Male ☐ Female ☐ (Check One)

RACE / ETHNIC: For the purpose of Equal Opportunity, race/ethnic categories are identified as follows. Please check the category which identifies your race/ethnic background.

- ☐ **WHITE** (not of Hispanic origin). All persons having origin in any of the original peoples of Europe, North American or the Middle East.
- ☐ **BLACK** (not of Hispanic origin). All persons having origin in any of the Black racial groups of Africa.
- ☐ **HISPANIC:** All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- ☐ **ASIAN OR PACIFIC ISLANDERS:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Subcontinent or the Pacific Islands (Ex: China, Japan, Korea, The Philippine Islands and Samoa).
- ☐ **OTHER:**

I understand that I am protected by various laws prohibiting discrimination on the basis of race, color, national origin, sex, religion, age and, in some circumstances, disability or veteran status. I further understand that the information contained in this form is to be used solely in equal employment record keeping, reporting and other legal requirements. I also understand that this information will be kept in the strictest of confidence and will not be disclosed to others except for the above stated purpose and then only if necessary.

Signed: _____ Date: _____

NOTE: The information provided on this form will be kept separate from the employment application form.